

Clerkship Requirements & Expectations (for students)

Prerequisites

1. Pass Q-6
2. Advance to clinical status by the CP3 Committee
3. Completion of **one** of the following clerkships: FamMed 301A, Peds, Internal Medicine, Ambulatory, **OR** Ob/Gyn

Prior to starting the Clerkship

1. Complete the electronic **Pre-Clerkship Survey**
2. Find a preceptor
 - Already have a preceptor in mind? Please include information about your preceptor in your Pre-Clerkship Survey.
 - Need help finding a preceptor? Please let us know via email!
3. Complete an Orientation Session with Dr. Sattler
4. Decide on Traditional Track vs Quality Improvement (QI) Track

Clerkship Requirements

Traditional Track:

1. Complete a total of 30 Clinic Sessions - use the weekly clinic check-in tracker to submit clinic dates attended
2. Attend a total of 6 Continuity Group Sessions (see below)
3. We ask your preceptor to submit mid- and final clerkship evaluations
4. Make a 20-minute presentation to your peers, inspired by a patient you saw in clinic
5. Complete closing documents: an evaluation of your preceptor and the Post-Clerkship Survey

QI Track:

1. Complete a total of 27 Clinic Sessions - use the weekly clinic check-in tracker to submit clinic dates attended
2. Attend a total of 9 Continuity Group Sessions, including Project (even periods) and Presentation (odd periods) Group Sessions (see below)
3. We ask your preceptor to submit mid- and final clerkship evaluations
4. Complete Institute for Healthcare Improvement (IHI) Quality Improvement Course, IHI Basic Certificate in Quality & Safety **OR** Principles and Practice of Healthcare Quality Improvement (MED 210)
5. Present project A3 to Continuity Clerkship students
6. Present/submit completed A3 to clinic manager
7. Complete closing documents: an evaluation of your preceptor and the Post-Clerkship Survey
8. Present project at a local or national conference (optional)
9. Submit project for publication to a peer-reviewed journal (optional)

Note: Two absences are allowed in the CCC. One can be applied to a Group Session and one can be applied to a Clinic Session.

Group Sessions

For all CCC students, during the first week of each **ODD PERIOD**, please plan to attend the CCC Presentation Group Session **instead of** going to clinic. These Group Sessions are an opportunity to gather with other Continuity students and hear peer presentations. These occur on the **first Wednesday** of each **ODD PERIOD** at **1:30 pm** unless announced otherwise. You will not attend clinic these weeks as we are only able to excuse you from other clerkships once per week.

If you are in the QI Track, please also plan during the first week of each **EVEN PERIOD** to attend the CCC Project Group Session on **Wednesday** at **1:30 pm** instead of going to clinic. These Group Sessions are in addition to the Presentation Group Sessions and are an opportunity to learn QI methodology and help you complete a clinic-based QI project.

	Monday	Tuesday	Wednesday	Thursday	Friday
ODD PERIOD			PM CCC Presentation Group Session		
				PM CCC Clinic	
				PM CCC Clinic	
EVEN PERIOD			PM CCC Project Group Session	OR	PM CCC Clinic
				PM CCC Clinic	
				PM CCC Clinic	
				PM CCC Clinic	

Presentation Group Sessions

- Up to seven 20-minute student presentations about their CCC experience
- Brief check-in for students with ongoing QI projects

Project Group Sessions

- Didactic QI instruction, project support and project time for students choosing to pursue the QI Track

Clerkship Expectations

Clinic:

- You are responsible for setting up a clinic schedule with your preceptor and letting them know in advance when you will not be in clinic for any reason.
 - Tip from previous students:** Email your preceptor each week to let them know if you will be in clinic or if you will be away that week so that they clearly know when to expect you.*
- You are responsible for communicating **clearly, early and often** with your other clerkships about your participation in Continuity. Participation in Continuity will not affect your clerkship grades, but how you handle communication around your participation will be reflected in your Professionalism grade for each clerkship. This is an opportunity for you to shine!
- You will be excused from clerkships **one half day per week** to attend Continuity. You may “overlap” a total of 6 clinic sessions, meaning that for 3 weeks during the Clerkship

- you can go to 2 clinic sessions in a week if you are not on another clerkship and have the permission of your preceptor.
- Our hope is that you will be the primary physician for a cohort of patients. When possible, you will be responsible for evaluation, diagnosis and treatment of clinical problems as well as follow up, including contacting patients outside of clinic (phone calls, etc) if need be.
 - By the second or third week in clinic you should be seeing patients independently and formulating your own plans for their care.
 - Your preceptor is responsible for supervising all of your work.
 - Please **do not attend** Continuity during your Sub-I and away rotations.
Please let Anthony know start and end dates of when you will be stepping away so that he can put a "hold" on weekly attendance tracker emails.
 - Please **do not attend** Continuity clinic when you are on call.

Presentations:

- Each student is expected to make a 20-minute presentation to the group.
- Presentations should highlight a patient you saw in clinic and focus on clinical information that is practically relevant to an audience with broad interests.

General:

- Please respond promptly to inquiries from the Clerkship Director and Coordinator.
- A passing grade for Continuity Clerkship is based on attendance, satisfactory completion of all course requirements and preceptor evaluations.

Preparing to Start (expectations for students)

1. Set a schedule with your preceptor for which days/times you will be working with them in clinic. Please schedule a minimum of 3 hours per session. If you are doing your Clerkship in a surgical sub-specialty, please also set a schedule for which days you will be working with your preceptor in the operating room.
2. Set and confirm your start date, time and location with your preceptor and arrange for an orientation to the clinic on the first day (see next section for more information about your first day in clinic).
3. Define your personal learning goals using the “Individualized Learning Plan” resources on the website and schedule a time to discuss these with your preceptor before getting started or shortly after starting the clerkship. Expect to adjust your goals as the clerkship progresses and based on your preceptor’s feedback.
4. Be sure to let your other clerkship teams know that you will be stepping away weekly to attend Continuity. This is an ongoing requirement.

Evaluation and Feedback (expectations for students)

The Continuity of Care Clerkship offers a unique opportunity for students and preceptors to work together consistently over time. This arrangement facilitates the exchange of meaningful constructive feedback. To maximize your learning, please consider the following:

1. Discuss your personal goals for the clerkship in detail with your preceptor at the beginning of your Continuity Clerkship. We encourage you to write them down so that you can monitor and track your progress over time. One resource is to use an Individualized Learning Plan (see the Continuity website for more information).
2. Schedule “interactive feedback” sessions periodically throughout your Clerkship. Interactive feedback sessions involve:
 - a. Agree on goals
 - b. Self-assessment of achievements to date
 - c. Receive feedback from preceptor on self-assessment
 - d. Receive feedback from preceptor on achievements and performance
 - e. Respond to feedback
 - f. Develop an action plan to enhance competence
3. We will ask your preceptor to complete formal mid- and final-clerkship evaluations. We will send you copies of these evaluations. Please use them as an opportunity to have a feedback session with your preceptor.